

VACANCY INFORMATION



Announcement Number: LOC-2005-0010

Vacancy Description: Auditor

Open Period: 02/14/2005 - 03/04/2005

Series/Grade: GS-0511F-15

Salary: \$103,947.00 TO \$135,136.00

Promotion Potential: GS-15

Hiring Agency: Library of Congress

Duty Locations: 1 vacancy in Washington DC Metro Area, DC

For more information, Contact: Human Resources Department, 202-326-4110
gonzalez.evelyn@pbgc.gov

Additional Information

RELOCATION EXPENSES WILL NOT BE PAID.

THIS POSITION IS IN THE EXCEPTED SERVICE.

DUTIES:

1. Serves as a Senior Auditor for the Library of Congress, Office of the Inspector General (OIG), under the supervision of an Assistant Inspector General.
2. Responsible for contributing ideas and detailed plans for audits to be included in the OIG's comprehensive annual audit plan.
3. Conducts risk assessments of Library programs, operations, and activities to identify vulnerabilities, threats, and safeguards for the purpose of determining risk and setting priorities for audits.
4. Develops audit plans in compliance with laws, regulations, and best practices and any other considerations. Determines the most appropriate criteria to apply to audit situations and the time frames for conducting audits.
5. Conducts complex audits, risk assessments, and internal control reviews on all Library programs. Ensures audit documentation and reports are in accordance with program objectives and goals, may review audit documentation of team members, writes and edits reports for technical aspects as well as for compliance with OIG policies and Generally Accepted Government Auditing Standards.
6. Resolves audit issues with Library management officials and plays a lead role in entrance, exit, and recommendations and follow up on implementation.

MINIMUM QUALIFICATION REQUIREMENTS:

Candidates must have a full 4 year course of study in an accredited college or university which meets all of that institution's requirements for a bachelor's

degree with an accounting major or a degree in a related field such as business administration, finance or public administration that includes at least 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

OR;

At least 4 years experience in accounting or an equivalent combination of accounting, college level education, and training that provides professional accounting knowledge. The applicant's background must also include ONE of the following:

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
2. A certificate as a Certified Public Accountant or a Certified Information Systems Auditor, obtained through written examination; or
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24 semester hours requirement of paragraph A, provided that
 - (a) the applicant has successfully worked at the full-performance level in accounting, auditing or a related field;
 - (b) a panel of a least two higher level professional accountant or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency and level of advancement that which is normally associated with successful completion of the 4 year course of study described in paragraph A; and
 - (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicants education, training and experience fully meet the specified requirements.

NOTE: CISA, CPA, CIA, or CMA IS DESIRABLE

Employment at the Library of Congress is normally limited to U.S. Citizens. However, non-citizens may be hired provided immigration law and other legal requirements are met.

REMARKS: Appointment/retention is subject to a favorable evaluation of an appropriate personnel suitability investigation.

EVALUATION METHOD: Qualification determination will be based on information submitted in accordance with the instructions in this vacancy announcement.

PROBATIONARY PERIOD REQUIRED: YES

ADDITIONAL DOCUMENTATION REQUIRED: NONE

HOW TO APPLY:

It is strongly recommended that applicants submit a complete online application and electronic resume via the PBGC Online Automated Referral System (POLARS). The Human Resources Department will be available to provide assistance to applicants submitting applications up until two (2) days prior to the closing date of the announcement. Applicants needing assistance may contact the Human Resources Department between the hours of 8:00 a.m. and 5:00 p.m. EST to speak to someone who can provide assistance for online submission. Status applicants are also requested to submit a SF-50 (Notification of Personnel Action) to validate status or reinstatement eligibility. Applicants must also submit a copy of their most recent performance appraisal and any approved awards.